

USHER INSTRUCTIONS

Thank you for ushering at the worship service. The following should help your morning run more smoothly. Please read this complete list, because some directions have changed.

Arrive 20 minutes early and check with the pastor for possible changes or special instructions.

Before the first service:

Turn on all sanctuary lights. Switches are on the wall in the narthex near the organ.

Turn on lights aimed at the cross. The switch is on the left side of the archway in the front of the sanctuary beside the pew where the pastor sits.

If the fans are not on, turn them on, but they should be left on all the time. The switch is in the video closet in the back of the sanctuary.

Turn the elevator light on and bring up the flowers from downstairs, usually on the table across from the office. (There may not be flowers to bring up; if not, don't worry.)

All services:

Please light any candles, replacing as needed. The lighter is located behind the Bible under the cross. Hand out bulletins. For children, there will generally be crayons and coloring sheets coordinated with the service on your table. Direct people with children to the Pew Pals (Beanie Babies) at the bottom of the elevator-side stairs. Children are asked to return the crayons to the basket after the service.

Help with transition. Ushers from the 9:00 service need to help transition the worship space. The musicians will take care of their instruments. You will need to help reset the pulpit and the lectern. Sherri Dees is usually handling the transition and can tell you what to do.

Be a welcoming presence, especially for those who are new to our church. Note that the chairs in the back row are movable to accommodate wheelchairs and any special needs. If people are new, offer a copy of the Spirit and recent announcements.

Be available to help worshipers when needed with seating. When busy, look for empty seats and direct people to them, or if necessary, add more chairs. A hearing enhancement device is kept in the cabinet behind the piano. A fire extinguisher, oxygen tank, first aid kit, and wheelchair are also stored in that area. Stay on duty during the entire service.

Count the congregation during the first hymn or song by walking down the side aisles. Include all tech people, choir, musicians, pastor, and children. Write the count in the usher folder on table in the narthex near the organ. Update the count if latecomers arrive.

Receive the offering. Before the service starts, ask other people to help receive the offering. There should be four ushers: two down the center aisle and one on each side. Due to the large choir, adjust collection procedures as needed. The center aisle may have to be reached by coming down the side aisles due to choir restrictions. The offering plates or baskets will be brought forward by one or two ushers during the Doxology.

On communion Sundays (usually the first Sunday of the month), check the lounge to see if there are worshippers who wish to receive communion, and let the serving elders know.

After the service, **straighten up the sanctuary**. Pick up any items that were left behind in the pews, including bulletins, Pew Pals, papers, pencils, and crayons. Put friendship pads, hymnals, and Bibles back in the pew racks.

Put out all candles after the service.

After the last service:

Turn off all lights, including any in the sacristy, the room behind the front of the sanctuary. The light switch for the cross is on the left wall beside the pew where the pastor sits. These two lights illuminating the cross are often overlooked on bright, sunny Sundays.

Blow out candles.

Close up the elevator and turn off its light.

In the video closet in the back of the sanctuary, **turn off 3 switches**, in this order: Power Projector 3, Master Audio Power 2, then Master Audio Power 1. Turn them off in reverse numerical order: 3, 2, 1. Please leave the fan switches on.

Pick up attendance sheets from the red friendship books and the attendance count from the usher folder. Please leave these in the church office in the inbox.

Please take the extra time to **make sure the sanctuary is left in good working order** for the next week's service and all candles have been extinguished. Thanks so much for all you do.

Thank you for serving as an usher. Your welcoming presence is a vital part of our church's ministry. We appreciate your willingness to serve and your help in creating a friendly, welcoming presence to all who attend these services!

IMPORTANT – When you get your usher schedule, please check the date you are scheduled to serve. If you are unable to serve on your scheduled Sunday, please check with other ushers on the list to see if you can switch Sundays. When you switch, please notify the church office. If you are not able to switch, please contact one of the Worship Team Elders.